App. F. IX-4

Previous References

1939.
(MS)

File No. 91-39
Serial Nos. 1 & 4

Later References.
Pts. 58.40.1-3

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 2

(15)

Part B for June 40

SUBJECT.

preparation of manuscripts & transmission of Works & proofs to the Govt. press for printing

Sl No. 4.

WD 0573—GPB—22,500—12-9-39

To Secretaries to Govt.
Supdt. Govt. printing & Secy. Press Committee
D.Cs & DIs.
All Heads of Depts.

I Issue a circular in the matter.

Sd/ MS.

Serial No.

From the Suptdt. Govt. Printing and Secretary, Press Committee

No. P 3670 & 27.3.40/2.4.40

Re: the resolution of the Press Committee Meeting held on 9.5.39 and 4.12.39 regarding the rules relating to the preparation of manuscript and transmission of work and proofs to the Govt. Press for printing, Contained in appendix (6) of the Manual of Govt. Press page 182.

1) The Suptdt. reports that in practice these rules are not observed by offices sending matter for printing and that in many cases when the manuscript is set in type and proofs are sent to offices concerned for final approval, they are returned with material changes such as heavy corrections and alterations which involves much labour and cost to the Press besides waste of time.

2) The Press Committee after considering all these facts have resolved that a General Circular be issued to all offices sending matter to the Press for printing to adhere to the following rules strictly:-

1 The matter to be sent to the Press for printing should be typewritten and be in a final form and free from

NOTE—Contn. Sheet.

3c. 1 — Sl. 457

2 Rules relating to the preparation of manuscripts and transmission of work sheets to the Press for printing

1 & 5 File No. 91 of 1939.

General and Revenue Secretariat.

Serial No.

Complicated alterations and additions

2 That no Correction made by the department in the original drafts, except any typo-graphical errors in the proof sent for approval will as a general rule, be accepted by the Press for being incorporated in the final printing

3) If appd. a circular letter will be issued to all the Hds of Depts incorporating the above for orders

RP 9/4 10/4

4) Draft Key

2nd. draft)

by 10/4

5) 21.4

Ce 21/4

OFFICE OF THE SECOND MEMBER OF COUNCIL. 18 APR. 1940 No. 9127

Ce 17/4

6) R. draft by 24/4

7) Draft circular is sent when approved. One Copies of the circular may thereafter be multigraphed in the G.R.S. Multigraph Section

RP 24/4

by 25/4

8) Draft Key) Ce 27/4

9) Draft by 4/5

SECY. DEV. DEPT. 25 APR 1940 MYSORE

TYPING SECTION 4 MAY 1940 GEN. & ... DEPTT.

10) A typed Copy of the circular is then sent. This may then be sent to the Multigraph Section for doing the needful.

11) Sent to the Regr

12) Multigraphed

Draft by (Records) 8/5 RP 8/5

Regr 8/5

39 P Rules relating to the preparation of manuscripts.

General and Revenue Secretariat — P 45 File No. 91 of 1939. [App. F. III-2

Serial No.	
	(3) 200 Copies of the G.O were rede from the Duplicating section and were distributed to all the addresses
4	A.F. 6061-6129 of 8.5.1940
	To Secy to Govt.
	The Suptdt, Govt. Printing and Secy Press Committee
	Dir of Distn
	all Hds of Departments

(P3)

11/6

GEN. & REV. SECTT. 1940 AGRI. & FOREST BRANCH.

NOTE–Contn. Sheet.

No. P. 3670

Encls. Four.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT PRINTING IN MYSORE,
Bangalore, dated.....27th March.....1940.

2-4-40

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
SUPERINTENDENT, GOVERNMENT PRINTING, and
Secretary, Press Committee, BANGALORE.

3972

To

The Secretary to Government,
Development Department, Bangalore.

P & S 91-39-1

~~91-39-1~~

SIR,

I have the honour to state that detailed rules relating to the preparation of manuscripts and transmission of works and proofs to the Government Press for printing are contained in Appendix (f) of the Manual of Government Press (page 182). In practice these rules are not observed by offices sending matter for printing. In many cases, when the manuscript is set in type and proofs are sent to offices concerned for final approval, they are returned with material changes - heavy corrections and alterations to incoroporate which heavy expense has to be incurred, as much as the original cost of composing the work. This involves much labour and cost to the Government Press besides waste of time, which could have been easily avoided if the manuscript had been received in a final form. The question was placed before the Press Committee in their meetings held on 9-5-1939 and 4-12-1939 and copies of the notes put up by the Press and the resolution passed by the Press Committee on the subject are enclosed herewith for kind information.

The Committee is of the opinion that no change is required in the existing rules and that Government be requested to issue a general circular to all offices sending matter to the Press for printing to specially adhere to the following rules strictly:-

(1) Matter to be sent to the Press for printing should be typewritten and be in a final form and free from complicated alterations and additions, &c.

(2) No corrections made by the department [in the original matter], except ~~any~~ for typo-graphical errors, &c., in the proofs sent

sent for approval will as a general rule, be accepted by the Press for being incorporated in the final printing.

I request you to kindly get sanction of Government to the proposal made by the Press Committee.

I have the honour to be,

Sir,

Your most obedient servant,

Secretary. 22/5/40

drs.

Press Committee Meeting held in 9-5-1939.

Subject:- Rules relating to sending matters to Press for printing.

Appendix F to the Press Manual contains rules regulating the form in which matter for printing has to be sent to the Press and treatment of proof received from the Press. These rules do not authorise the Superintendent to refuse to comply with the requisition when the matter sent for printing is not in accordance with the rules. This increases extra work to the Press and types have to be held up for some time owing to several changes in the matter originally sent. To avoid this difficulty and speedy disposal of matters coming for print the following additional rules are suggested for approval.

Add Rule 2 (a).

Matters to be sent to the Press for printing should be type-written and free from any correction. They should be in the final form, no alteration made in the original matter except typographed corrections at the time of correcting the proof will be accepted. It is necessary to send only matters type-written in cases of Seasonal report, price list of Industries and Commerce Department, Meterological Department, Chief Inspector of Mines, Land Acquisition notifications and proclamations, statement of sale of Jodi and Inam villages, etc., to avoid delay in printing.

Only copy of typed matter sent to members of Legislative Council may be sent to Press.

Add Rule (9).

The Superintendent, Government Press, will return matter sent to the Press for printing contrary to the foregoing rules.

Secretary,
Press Committee. 27/3/40

drs.

Press Committee Meeting held in 4-12-1939.

Amendment of rules relating to the transmission of papers to the Press for printing.

This question was placed before the Press Committee on 9-5-1939, for consideration and it was resolved that this be placed before the Committee after circulation to the members the existing and proposed rules. (Vide Resolution No.IX).

Copy of rules existing and amendments and additions proposed have been circulated to all members with letter No.361-66, dated 28-7-1939 and the subject is placed before the Committee for consideration.

Secretary,
Press Committee.

drs.

6

Extract of resolution No.IX of the Press Committee held on 9th May 1939.

IX.Rules relating to the transmission of papers to the Press for printing.

The following additions to the existing rules are ~~proposed~~ proposed.

Add Rule 2 (a).

Matters to be sent to the Press for printing should be typewritten and free from any correction. They shall be in a final form and no alteration made in the original matter except typographical corrections at the time of correcting the proof will be accepted. It is necessary to send only matters typewritten in case of season and crop report, price list of Industries and Commerce Department, Meteorological Department, Chief ~~Inspector~~ Inspector of Mines, Land Acquisition notifications and proclamations, statement of sale of Jodi and Inam villages, etc., to avoid delay ~~in~~ in printing.

Only the final copy of typed matter received after approval of members of the Legislative Council may be sent to the Press and wholesale additions and alterations of matter in proof avoided.

Add Rule (9).

The Superintendent,Government Press will return matter sent to the Press for printing which does not comply with the foregoing rules.

Resolved that this be placed before the Committee at the next meeting after circulation to the Members with the existing and proposed rules.

" C o p y "

Secretary,
Press Committee.
2/4/40

DRS.

6

Extract of Resolution No.VIII of the Press Committee held on 4th Dec. 1939.

As desired in resolution No.IX of the meeting of the Press Committee held on 9-5-1939, the existing and proposed rules were circulated amongst the members of the Press Committee.

Resolved that no change in the existing rules is necessary. But, in view of the difficulties experienced by the Press owing to frequent and material changes made in the proofs sent for approval resolved that Government be requested to issue a circular to all officers sending matter to the Press for printing to adhere to the following instructions:-

(1) Matter to be sent to Press for printing should be type-written and be in a final form and free from corrections.

(2) No corrections in the original matter except typographical errors in the proofs will be accepted by the Press.

* * *

" C o p y "

Secretary, 9/4/40
Press Committee.

DRS.

Appendix F G—1]

SUBJECT.....

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Section P & S

File No. 91-39

Serial No. 4

Diary No. of letter replied to.....

No. A76061-6'29

circular

To

General and Revenue Secretariat

( )

the *19*

Dl has been brought to the notice of Govt that the rules relating to the preparation of manuscripts and transmission of work and proofs to the Govt Press for printing, contained in Appendix 18 of the Manual of Govt Press (Page 182), are not being observed by offices sending matter for printing and that in many cases when the matter is set in type and proofs put to offices concerned for final approval, they are

Date of issue..... 8-5-40

Signed by .....

List of enclosures.....

Copied by .....

Examined by .....

returned with material changes,
such as, heavy Corrections and
alterations ~~to incorporate, at~~
~~a heavy cost, expense as touching~~
~~the original Cost of Composing~~
~~the Book~~, This which involves much
Labour and Cost to the Press,
besides waste of time. which
can Could be easily avoided if the
Manuscripts ~~&~~ sent in a final
form.

The following rules are, therefore issued for strictly adhered to ~~this~~ :—

1) Mallas to be sent to the Press for printing shd. be typewritten, & be in a final form and free from Complicated alterations & additions &c,

2) No Corrections made by the Deptt. with the manuscript for approval, except those of typographical errors, &c., ~~with the proofs sent for the~~ will as a general rule, be accepted by the Press for being incorporated in the final printing.

B. N.
ily
for Dev. Secy

To Secretary Wkt.
To The Supdt. Govt. Printing, Simla
Dy. Comms. Press Committee.
All Sections.

C.457

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

No. A.T. 6061-6129 / G.A.S. 91-39-4

General and Revenue Secretariat — 12

Dated, Bangalore, 8th May 1940.

Circular.

~~ENDORSEMENT~~.

It has been brought to the notice of Government that the rules relating to the preparation of manuscripts and transmission of works and proofs to the Government Press for printing, contained in Appendix (f) of the Manual of Government Press (Page 182), are not being observed by offices sending matter for printing and that in many cases when the matter is set in type and the proofs sent to the offices concerned for final approval they are returned with material changes such as heavy corrections and alterations. This involves much labour and cost to the Press, besides waste of time, which can be easily avoided if the manuscripts are carefully prepared and sent in a final form.

The following rules are therefore, issued for being strictly adhered to:-

(1) Matter to be sent to the Press for printing should be typewritten, be in a final form and free from complicated alterations and additions etc.

(2) No corrections made by the Department in the proofs sent for approval, except those of typographical errors etc., will as a general rule, be accepted by the Press for being incorporated in the final printing.

By Order,

sd/ C. E. Noronha

Secretary to Government,
Development Department.

The Secretaries to Government.
" Superintendent, Government Printing and Secretary, Press Committee.
" Deputy Commissioners of Districts.
" All Heads of Departments.

K.M.R.3.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

Dated, Bangalore, 8th May 1940.

No. A. F. 6061-6129/P. & S. 91-39-4

CIRCULAR.

It has been brought to the notice of Government that the rules relating to the preparation of manuscripts and transmission of works and proofs to Government Press for printing contained in Appendix (f) of the Manual of Government Press (Page 182), are not being observed by offices sending matter for printing and that in many cases when the matter is set in type and the proofs sent to the offices concerned for final approval, they are returned with material changes such as heavy corrections and alterations. This involves much labour and cost to the Press, besides waste of time, which can be easily avoided if the manuscripts are carefully prepared and sent in a final form.

The following rules are therefore, issued for being strictly adhered to:-

(1) Matter to be sent to the Press for printing should be typewritten, be in a final form and free from complicated alterations and additions etc.

(2) No corrections made by the Department in the proofs sent for approval, except those of typographical errors etc., will as a general rule, be accepted by the Press for being incorporated in the final printing.

By Order,

C. E. NORONHA,
Secretary to Government,
Development Department.

To—
The Secretaries to Government.
The Superintendent, Government Printing and Secretary, Press Committee.
The Deputy Commisssioners of Districts.
The All Heads of Departments.